

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF THE	)	
ADMINISTRATION OF THE	)	ADMINISTRATIVE ORDER
JUDICIAL PROCUREMENT CODE	)	NO. 2004-006
_____	)	

**WHEREAS**, Supreme Court Administrative No. Order 2000-71 establishes the current Procurement Rules for the Judicial Branch, and

**WHEREAS**, the Procurement Rules authorize the Presiding Judge the authority to delegate the administration of these rules to others, and

**WHEREAS**, Superior Court Administrative Order No. 2003-058 provides for the reorganization of administration of the Judicial Branch (Superior Court, Justice of the Peace Court, Adult and Juvenile Probation), and

**WHEREAS**, the Superior Court and the Justice Court budgets are consolidated pursuant to Superior Court Administrative Order No. 2003-014 with the procurement responsibilities for both courts centered in the Trial Courts Purchasing Department; therefore,

**IT IS ORDERED** authorizing the Clerk of Court, the Trial Courts Administrator, the Justice Court Administrator, and the Chief Adult and Juvenile Probation Officers to approve the respective procurements for their departments under Section 6 (contracts already awarded by a governmental body) and Section 13 (items under \$500) of the Procurement Code with these exceptions requiring prior approval of the Presiding Judge for the procurement:

1. Any procurement for automation hardware/software, fixed assets, leases for space, security system items or professional services greater than \$5,000.00.
2. Any procurement involving the purchase of food items.
3. Any procurement involving the purchase of employee recognition items.

**IT IS FURTHER ORDERED** that this authority may be delegated to others within the Court department, if notice of this delegation is given to the Trial Courts Administrator on behalf of the Presiding Judge.

**IT IS FURTHER ORDERED** that procurements resulting in contracts being awarded under sections 15 through 40 and sections 48, 49, 62, 63 and 64 of the Judicial Procurement Code require the prior approval of the Presiding Judge and the signature of the Presiding Judge on the Court's contract, unless otherwise authorized by the Presiding Judge.

**IT IS FURTHER ORDERED:** any non-stock and special request items shall be approved by the Presiding Judge with the Presiding Judge delegating the authority to approve non-stock and special request items under \$1,000 to the Trial Courts Administrative Services Director.

**IT IS FURTHER ORDERED** vacating the following previous administrative orders relating to the Judicial Procurement Code: No. 2002-036, No.2002-028, No.2000-040, and No. 1995-049.

DONE and effective on January 15, 2004.

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Colin F. Campbell  
Presiding Judge of the Superior Court

Original: Clerk of the Superior Court

Copies: Marcus Reinkensmeyer, Trial Courts Administrator  
Hon. Jerry Porter, Associate Presiding Judge, Limited Jurisdiction Courts  
Barbara Broderick, Chief Adult Probation Officer  
Cheryl Townsend, Chief Juvenile Probation Officer  
Brian Karth, Justice Court Administrator  
Betty Adams, Administrative Services Director  
Superior Court Purchasing Department

Superior Court Purchasing Dept.